

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3147

**TITLE:** HEALTH SERVICES COMMUNICATION SPECIALIST

**GRADE:** S-23

**DEFINITION:**

Under general direction, develops, formulates, and coordinates plans, reports, and special projects; participates in diversified study groups; plans and executes a program of health awareness and communication; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

None.

**ILLUSTRATIVE DUTIES:**

Develops and coordinates the Health Department's position relative to diversified projects, reports, plans, and studies;

Collects and consolidates data on health services, facilities, and potentialities;

Assists in the preparation of budgetary data;

Establishes and maintains relationships with agencies/organizations concerned with health awareness and health protections;

Supervises the development and continuation of a County-wide health data communication and education program;

Writes and edits news releases, pamphlets, reports, and other publications related to public health;

Provides for the distribution of health information to the public;

Assists in coordinating public health programs with other County agencies, departments, civic organizations, and other area jurisdictions;

Plans and conducts tours of County health facilities;

Attends meetings and conferences as requested;

Maintains files and records;

Supervises the preparation of routine and required reports;

Serves as a member of the agency management team, working as a team member with different divisions to meet health communication needs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of health education;

Knowledge of public relations and communication methods and media;

Knowledge of the public health movement and its philosophy;

Ability to speak in public and write clearly and effectively;

Ability to plan and develop a public education and public relations program;

Ability to supervise the work of others;

Ability to establish and maintain cordial and effective relations with the public, the press, County officials, and employees.

**CLASS CODE:** 3147    **TITLE:** HEALTH SERVICES COMMUNICATION SPECIALIST

**GRADE:** S-23

Page 2

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree and three years of responsible experience in a field closely related to public health communication or education.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REVISED:

May 8, 2003

REVISED:

April 11, 2003